



Jordanelle Special Service District Job Description

Job Title: Assistant Finance Director	FSLA Status: Non-exempt
Reports to: Finance Director and Assistant General Manager	Status: Full-time
Department: Administration	Salary Range: Grade 100
Effective Date: February 20, 2025	Benefits Eligible: Yes

Purpose of Position:

This position includes responsible administrative and managerial work in administration of the financial accounting operations for the District. Work involves budget preparation, analysis and administration under the direct supervision of the Finance Director.

Essential Job Functions:

- Preparation of financial reports such as financial statements and budget performance
- Ensure compliance with applicable standards (i.e., GAAP, GASB), rules, regulations, and systems of internal control
- Reconciling a variety of accounts and funds
- Implementation of new accounting policies, standards, and guidelines
- Provide accurate, timely, and relevant recording, reporting, and analysis of financial information
- Identify areas for improvement and implement improvements to processes
- Function as the primary point-of-contact for auditor requests
- Handle sensitive information in a confidential manner
- Work collaboratively with other accounting personnel within organization
- Utilize math skills to analyze key financial data
- Prepare financial reports on a determined schedule
- Present financial reports and estimates to decision makers within the organization
- Utilize technical skills to create charts and graphs for visual understanding
- Research current economic and financial outlook
- Provide solutions to accounting issues as they arise
- Investigate and provide feedback on accounting irregularities
- Perform other duties as assigned.

Minimum Qualifications, Education and Experience:

- Master’s degree in accounting, finance, business, or related fields (preferred), or
- Bachelor’s degree in accounting, finance, or a related field, or an equivalent combination of education, training, and experience
- Certified Public Accountant designation.
- Two (2) to five (5) years of accounting/finance experience.

Necessary Knowledge, Skills and Abilities:

- Excellent interpersonal skills to communicate effectively across the organization
- Strong analytical and critical thinking skills
- Thorough knowledge of general ledger accounting and account reconciliation
- Critical math skills and a proven ability to do difficult calculations
- Strong familiarity with productivity tools such as Microsoft Office Suite
- Demonstrate intermediate to advanced skills and knowledge of Excel, as well as other Microsoft Office applications
- Prior experience using database tools and spreadsheet software such as MySQL and Excel
- Experience with accounting software – Caselle experience preferred
- Comfort preparing and delivering reports to decision makers
- Highly detail oriented
- Excellent written and verbal communication
- Ethical practice

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is regularly performed in a professional office environment.
- Work requires sitting at a desk and working at a computer
- Standard office equipment is routinely used
- The noise level in the work environment is usually quiet to moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is a largely sedentary role, work is performed primarily while sitting at a desk, in front of a computer, in a professional office setting. Hand-eye coordination is necessary to operate computer system, 10-key adding machine, office phone system and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear.

Position Type/Expected Hours of Work:

This is a full-time position. Regularly scheduled days and hours of work are Monday through Thursday, 7:00 a.m. to 5:00 p.m. totaling forty (40) regular hours per week. This position is expected to attend the monthly board meeting. Additional hours of work occurring outside of regularly scheduled working hours and monthly board meeting are expected to be minimal.

Competency:

To perform the job successfully, an individual must demonstrate the following competencies:

- **Attendance/Punctuality:** is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Communication:** speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; participates in meetings.

- **Professionalism:** approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Safety and Security:** observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- **Teamwork:** balances team and individual responsibilities; shows objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed; recognizes accomplishments of other team members.
- **Dependability:** follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.
- **Quality:** demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; checks own work to ensure quality.
- **Initiative:** volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.
- **Motivation:** sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence; takes calculated risks to accomplish goals.
- **Planning/Organizing:** prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.
- **Interpersonal:** focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Problem Solving:** identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Judgment:** displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

AAP/EEO Statement:

Jordanelle Special Service District is an equal opportunity employer. We prohibit unlawful discrimination against applicants or employees in employment opportunities or practices on the basis of race, color, religion, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), national origin, age 40 or over, disability, sexual orientation, gender identity, military status, genetic information, or any other class or expression protected by applicable state or local law.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by all levels of management.

Employee signature below constitutes employee's understanding of the employment status, requirements, essential functions, and duties of the position.

Employee _____ Date _____